



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

MEMORANDUM

DATE: September 4, 2007

TO: Circuit Court Administrators
District Court Administrators/Clerks
County Clerks
System Providers
SCAO Regional Administrators
SCAO Trial Court Services Analysts
DCP Authorized Users

FROM: Laura Hutzl, Statistical Research Manager

RE: Delay in Criminal Proceedings Report – Electronic Reporting

The Delay in Criminal Proceedings (DCP) system will be available between October 1 and 7 for electronically submitting the third quarterly report of 2007. Beginning with this quarterly report, courts must use DCP during the first seven days following the end of each quarter to submit the report. DCP replaces paper reports courts have been submitting to the regional offices.

Court administrators who wish to designate another person as an authorized user for DCP should do so through the User Maintenance application at www.courts.mi.gov/mcap. For additional assistance with User Maintenance, please contact Lili Marchlewicz at 517-373-5538 or marchlewiczl@courts.mi.gov.

Please find attached a list of questions and answers regarding DCP and a memo dated September 20, 2006, which provides detailed instructions for formatting upload files.

If you have additional questions about DCP, please contact your regional administrator.

Attachments

Delay in Criminal Proceedings (DCP) System

Q & A

Who is responsible in my court for submitting the DCP reports?

Your court administrator assigns this responsibility within your court and uses MCAP to grant and remove authorized users from each web application. The authorized users for DCP are responsible for submitting the DCP report.

How does the court administrator see who has access to DCP?

Court administrators should use the User Maintenance application on MCAP to obtain a report which lists the current authorized users for DCP and all other applications on MCAP.

How does the court administrator change the authorized users for DCP?

Court administrators should use the User Maintenance application on MCAP to grant or remove authorization for DCP, as well as all other MCAP applications. For additional assistance with User Maintenance, please contact Lili Marchlewicz at 517-373-5538 or marchlewiczl@courts.mi.gov.

When are the quarterly DCP reports due?

DCP reports are due no later than 7 days following the end of each quarter.

When is the DCP application available for submitting the reports?

The DCP application is available the first seven days following each quarter.

First Quarterly Report covers January, February, and MarchSubmit between April 1 and 7

Second Quarterly Report covers April, May, and JuneSubmit between July 1 and 7

Third Quarterly Report covers July, August, and SeptemberSubmit between October 1 and 7

Fourth Quarterly Report covers October, November, and DecemberSubmit between January 1 and 7

What is the court rule that requires courts to submit a DCP report?

MCR 8.110(C)(5)

Which cases should be included in the report?

- Felony cases in which there has been a delay of more than 301 days between the order binding the defendant over to circuit court and the date of adjudication.
- Misdemeanor cases and cases involving local ordinance violations that have criminal penalties in which there has been a delay of more than 126 days between the date of the defendant's first appearance on the warrant and complaint or citation and adjudication.
- In computing the 126-day and 301-day periods, the court shall exclude periods of delay
 - Between the time a preadjudication warrant is issued and a defendant is arraigned;
 - Between the time a defendant is referred for evaluation to determine whether he or she is competent to stand trial and the receipt of the report; or
 - During the time a defendant is deemed incompetent to state trial.

What happens when all felony charges are reduced to misdemeanor charges or are otherwise disposed by the district court and only misdemeanor charges remain?

The court should use the original case-type code (FY, FT, or FD) to report these cases.

What if there are no cases to report?

The court is still required to submit a report and should check the appropriate boxes on the verification screen to indicate there are no cases to report. There are two separate boxes, one for disposed cases and one for pending cases.

Should the report include cases that were disposed during the quarter?

Yes. If, during the quarter, a case aged beyond the time period (either 126 days or 301 days) before disposition, it should be included on the report. If the case was disposed before it reached the 126-day or 301-day period, it should not be included on the report.

Should the report include cases assigned to magistrates?

Yes. In addition to cases assigned to judges, cases assigned to attorney magistrates should be reported. Cases assigned to attorney magistrates should be reported under the magistrate's bar number. Cases assigned to non-attorney magistrates should be reported under the generic bar number. This is applicable to district and municipal courts.

What is the generic bar number?

SCAO prefers that courts use P999999 (a P with six nines); however, P99999 (a P with five nines) is also permissible at this time.

Should the report include cases assigned to a judge of another court?

Yes. However, it is at the court's discretion whether it reports these cases under the bar number of the original judge or under the bar number of the assigned judge. They should not be reported under both bar numbers.

If the case is reassigned internally, should the court report the case under the bar number of the original judge?

No. The case should be reported under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period.

Is the defendant's name required?

The defendant's name is only required if the court chooses to upload the report from its local case management system. If the court chooses to manually enter the data, the defendant's name is optional.

The name of the defendant was cut short on the report. Can I fix this?

No. Due to space limitations, the maximum length of a defendant's name is 25 characters.

Is the next action date required?

Yes. This requirement is based on caseflow management principles, which are described in SCAO's Caseflow Management Guide.

Where can I obtain SCAO's Caseflow Management Guide?

The guide is available on the web at:

<http://courts.michigan.gov/scao/resources/publications/manuals/cfmg.pdf>. Additional resources are available on the web at: <http://courts.michigan.gov/scao/resources/other/caseflow.htm>.

Am I required to upload the report?

No. You are not required to upload the report. You could manually enter the data on the data entry screens. SCAO recommends that you upload the report.

There were several cases pending on the first quarterly report of 2008. When I submit the second quarterly report of 2008, do I need to enter these again?

If you upload your reports, your system provider should include these cases in the upload files. If you manually enter your reports, you will need to re-enter pending cases on each quarterly report.

I have decided to upload the report. Where do I obtain an upload file?

You should contact your local case management system provider, such as JIS, Maximus, Quad Tran, etc, for instructions on where to obtain the upload file.

How does the upload process work?

The process is similar to uploading caseload reports. On the upload screen, the authorized user must browse for and select the appropriate file. Once uploaded, the data will appear on the data entry screens and output reports. The user is still required to verify the report.

After I uploaded the file, I received a list of records that were rejected. What do I do next?

If the records were rejected because they were missing a next action date or a defendant's name, these must be entered in your court's case management system first. Once your case management system is updated, you can delete the contents of the quarterly report on DCP and re-upload a new file.

Where does my case management system provider obtain instructions for formatting the upload file?

The file formats were provided as attachments to a memo dated September 20, 2006. They are also available as downloadable files on MCAP. System providers can also contact Lili Marchlewicz at 517-373-5538 or marchlewiczl@courts.mi.gov to obtain copies of the file formats. There are two file format documents: The File Format for Submission of Electronic Delay in Circuit Criminal Proceedings System and the File Format for Submission of Electronic Delay in District Criminal Proceedings System.

Which courts are required to submit a DCP report?

Circuit, district, and municipal courts are required to submit a DCP report. Municipal courts are treated as district courts for the purpose of DCP.

My court covers two counties. Should I submit two reports, one for each county?

Yes.

Do I have to coordinate with the other divisions of my court to submit this report?

Yes. If there are multiple divisions of your court, please coordinate so that you submit and verify one report.

Which court codes do I use?

Use the same court codes and counties as you do for CRS.

I made an error in uploading the file. How do I fix it?

If you have not yet verified, you can start over by first deleting the contents of the current quarterly report and then re-upload a new file.

I accidentally deleted the contents of the current quarterly report. Can MCAP recover this information?

No. You will need to re-upload or re-enter the data for the current quarterly report.

I discovered an error after I verified the report. How do I fix it?

Contact your regional office for further instructions.

I keep getting error messages regarding pop-up blockers. What do I do?

Pop-up blockers may prevent you from successfully uploading your data. Turn off any pop-up blockers before you upload. For additional assistance about pop-up blockers, contact your local information technology office.

I was responsible for sending the paper DCP reports to the regional office. Do I need to continue forwarding these reports?

No. The electronic DCP application replaces the paper reports. The regional offices will obtain DCP reports through MCAP.

After I entered data, I clicked the Save button. Is that all I need to do?

No. You also need to verify the report. This communicates to SCAO that you are finished making changes to the report.

The “Select to Verify” button on the verification screen is not active. How do I activate it?

Select the court, quarter, and year first.

The lower half of the verification screen is not active. How do I activate it?

Click the “Select to Verify” button first, which will indicate which quarterly report you wish to verify.

The “Submit Verification” button on the verification screen is not active. How do I activate it?

You must click one or more of the check boxes first.

Does the chief judge automatically receive a copy of the verified report?

No. The authorized user should provide the chief judge with a printed copy of the report. Alternatively, the chief judge can become an authorized user so he or she can view and print reports directly from MCAP. The chief judge must receive a copy of the report either from the authorized user or directly from MCAP.

Who do I contact for additional help?

Contact your regional office first. Alternatively, you can contact Lili Marchlewicz at 517-373-5538 or marchlewiczl@courts.mi.gov.



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

Carl L. Gromek, Chief of Staff
State Court Administrator

MEMORANDUM

DATE: September 20, 2006

TO: Circuit and District Court Judges
cc: Circuit Court Administrators
District Court Administrators/Clerks
County Clerks
System Providers
SCAO Regional Administrators
SCAO Trial Court Services Analysts

FROM: Carl L. Gromek

RE: Delay in Criminal Proceedings Report – Modifications for 2007

The Supreme Court issued an order on September 12, 2006, modifying the requirements provided in MCR 8.110(C)(5) for the Delay in Criminal Proceedings Report. In short, the amendments require the report to be submitted quarterly instead of monthly, and to include cases aged beyond the 100 percent guidelines instead of the 98 percent guidelines. In addition, the report will not include the reasons for delay.

Courts will submit these reports electronically through the Michigan Court Application Portal (MCAP) beginning with the second quarterly report of 2007. These will be due July 7, 2007. Your staff can either manually enter the information into the MCAP application or upload an electronic file containing the required information. Instructions for uploading files and the reporting formats are attached.

For the third quarter of 2006, fourth quarter of 2006, and first quarter of 2007, courts should continue to use the reporting instructions detailed in my December 16, 2005, memorandum to you.

If you have any questions about these reports, please contact your regional administrator.

Attachments

CIRCUIT COURT - DELAY IN CRIMINAL PROCEEDINGS Complete Reports 1 and 2 quarterly and transmit no later than 7 days following the end of the reporting period.	Quarter	Year	Court no.	County or Location
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Each judge of a court shall report his/her case data individually by bar number. When cases from a judge's caseload are assigned to a judge of another court by the State Court Administrative Office, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period. Measurement begins on the date of entry of the order binding the defendant over to circuit court and is completed when disposition (as defined in Part 2, Section B of Circuit Court Caseload) occurs. Time is subtracted as described in Part 4, Circuit Court Caseload (page 41).

Report 1: Delay in Criminal Proceedings - Disposed Cases ☐ None to Report

The following information must be reported quarterly by assigned judge. For each case disposed after 301 days, provide the case number, case-type code, and exact age of the case in days at time of disposition. A screen will be provided on the Delay in Criminal Proceedings System (DCPS) to enter the following information. If the court has no cases to report, indicate that fact by checking the box "None to Report."

Case Number	Case Type (AX, FC, FH, FJ)	Case Age

Report 2: Delay in Criminal Proceedings - Pending Cases ☐ None to Report

The following information must be reported quarterly by assigned judge. For each case pending with an age more than 301 days, provide the case number, case-type code, defendant's name, exact age of the pending case in days, and next scheduled action date. A screen will be provided on the Delay in Criminal Proceedings System (DCPS) to enter each case as follows. If the court has no cases to report, indicate that fact by checking the box "None to Report." If you are uploading this information to CRS, the defendant's name is required.

Case Number	Case Type (AX, FC, FH, FJ)	Defendant's Name (optional)	Case Age	Next Action Date

File Format for the Submission of Electronic Delay in Circuit Criminal Proceedings System

1 Introduction

This document describes the record layout for submitting data electronically to the Delay in Criminal Proceedings system (DCP). Data submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the DCP to understand the data and store it properly.

1.1 Submission Mechanism

The DCP includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to the application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the number of records successfully inserted and updated, as well as the number of errors along with the line numbers on which they occurred.

2 Electronic Data File Format

2.1 General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field (") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the court type (Circuit) and the quarter, year, county, court code, as well as the report number, bar number, case number, and case type will refer to a single field in combination with each of the following: case age, defendant's name, and next action date. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 Record Format

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","REPORT#","BAR#","CASE#","CASETYPE","CASEAGE","DEFENDANT","NEXTACTION"

2.2.1 Field Definitions

"TYPE"	= Court type: "C" (Circuit)
"QTR"	= Report quarter "1", "2", "3", or "4"
"YEAR"	= Report year "2006", "2007", etc.
"COURT"	= Court number as defined in the File Format for the Caseload Reporting System

"COUNTY"	= County name that, along with the court number, identifies a specific court jurisdiction
"REPORT#"	= "1" for disposed cases or "2" for pending cases
"BAR NUMBER"	= "P" followed by the judge's 5 (or 6) digit bar number
"CASE#"	= Court-assigned case number
"CASETYPE"	= Two letter case type
"CASEAGE"	= Age of the case in days
"DEFENDANT"	= Defendant's last name, may be null for disposed cases
"NEXTACTION"	= Next action date (yyyy-mm-dd), must be null for disposed cases

Examples: "C","1","2006","C03","Wayne","2","P12345","200612345","FC","Jones","2007-03-12"

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. This approach duplicates what might be considered header information on every detail line.

2.2.2 Field Names, Attributes, and Length:

<u>Field Name</u>	<u>Attributes</u>	<u>Max Length</u>
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric	5
COUNTY	Alphabetic	25
REPORT#	Numeric	1
BAR#	Alphabetic, Numeric	7
CASE#	Alphabetic, Numeric	14
CASETYPE	Alphabetic	2
CASEAGE	Numeric	4
DEFENDANT	Alphabetic	25
NEXTACTION	Date	10

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data, as such subsequent submissions will overwrite the existing values in the database for that court, quarter, year, judge, case number, and case type. If a required field in the submitted file has a null value ("") it will produce an error, and the existing value in the database, if any, will remain. Similarly, a file submitted with a next action date for a disposed case will produce an error.

2.2.4 Court Codes and Counties

Use the table of court codes and their corresponding counties from the File Format for the Caseload Reporting System.

DISTRICT COURT - DELAY IN CRIMINAL PROCEEDINGS Complete Reports 1 and 2 quarterly and transmit no later than 7 days following the end of the reporting period.	Quarter	Year	Court no.	County or Location

Case data shall be reported individually by bar number (judge, magistrate, and generic). When cases from a judge's caseload are assigned to a judge of another court by the State Court Administrative Office, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period. Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Sections A and B, District Court Caseload) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). Time is subtracted as described in Part 4, District Court Caseload (page 17).

Report 1: Delay in Criminal Proceedings - Disposed Cases ☐ None to Report

The following information must be reported quarterly by assigned judge or magistrate or by generic bar number. For each case disposed after 126 days, provide the case number, case-type code, and exact age of the case in days at the time of disposition. Use the original case-type code to report FY, FT, and FD cases when all felony charges are reduced to misdemeanors or are otherwise disposed by the district court and only misdemeanor charges remain. A screen will be provided on the Delay in Criminal Proceedings System (DCPS) to enter the following information. If the court has no cases to report, indicate that fact by checking the box "None to Report."

Case Number	Case Type (FD, FT, FY, OD, OM, OT, SD, SM, ST)	Case Age

Report 2: Delay in Criminal Proceedings - Pending Cases ☐ None to Report

The following information must be reported quarterly by assigned judge or magistrate or by generic bar number. For each case pending with an age over 126 days, provide the case number, case-type code, defendant's name, exact age of the case in days, and next scheduled action date. Use the original case-type code to report FY, FT, and FD cases when all felony charges are reduced to misdemeanors or are otherwise disposed and only misdemeanor charges remain. A screen will be provided on the Delay in Criminal Proceedings System (DCPS) to enter the following information. If the court has no cases to report, indicate that fact by checking the box "None to Report." If you are uploading this information to DCPS, the defendant's name is required.

Case Number	Case Type (FD, FT, FY, OD, OM, OT, SD, SM, ST)	Defendant's Name (optional)	Case Age	Next Action Date

File Format for the Submission of Electronic Delay in District Criminal Proceedings System

1 Introduction

This document describes the record layout for submitting data electronically to the Delay in Criminal Proceedings system (DCP). Data submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the DCP to understand the data and store it properly.

1.1 Submission Mechanism

The DCP includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to the application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the number of records successfully inserted and updated, as well as the number of errors along with the line numbers on which they occurred.

2 Electronic Data File Format

2.1 General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field (") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the court type (District) and the quarter, year, county, court code, as well as the report number, bar number, case number, and case type will refer to a single field in combination with each of the following: case age, defendant's name, and next action date. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 Record Format

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","REPORT#","BAR#","CASE#","CASETYPE","CASEAGE","DEFENDANT","NEXTACTION"

2.2.1 Field Definitions

"TYPE"	= Court type: "D" (District)
"QTR"	= Report quarter "1", "2", "3", or "4"
"YEAR"	= Report year "2006", "2007", etc.
"COURT"	= Court number as defined in the File Format for the Caseload Reporting System

"COUNTY"	= County name that, along with the court number, identifies a specific court jurisdiction
"REPORT#"	= "1" for disposed cases or "2" for pending cases
"BAR NUMBER"	= "P" followed by the judge's 5 (or 6) digit bar number
"CASE#"	= Court-assigned case number
"CASETYPE"	= Two letter case type
"CASEAGE"	= Age of the case in days
"DEFENDANT"	= Defendant's last name, may be null for disposed cases
"NEXTACTION"	= Next action date (yyyy-mm-dd), must be null for disposed cases

Examples: "D","1","2006","D16","Wayne","2","P12345","200612345","OD","Jones","2007-03-12"

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. This approach duplicates what might be considered header information on every detail line.

2.2.2 Field Names, Attributes, and Length:

<u>Field Name</u>	<u>Attributes</u>	<u>Max Length</u>
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric	5
COUNTY	Alphabetic	25
REPORT#	Numeric	1
BAR#	Alphabetic, Numeric	7
CASE#	Alphabetic, Numeric	14
CASETYPE	Alphabetic	2
CASEAGE	Numeric	4
DEFENDANT	Alphabetic	25
NEXTACTION	Date	10

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data, as such subsequent submissions will overwrite the existing values in the database for that court, quarter, year, judge, case number, and case type. If a required field in the submitted file has a null value ("") it will produce an error, and the existing value in the database, if any, will remain. Similarly, a file submitted with a next action date for a disposed case will produce an error.

2.2.4 Court Codes and Counties

Use the table of court codes and their corresponding counties from the File Format for the Caseload Reporting System.